



**Elijah Watkins**  
Manager of Business and Alcohol Licenses  
Internal Audit-Occupational Licensing

**Chief Executive Officer**

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October 1, 2012

Dear Licensee:

Enclosed are your Alcohol License Renewal Application forms(s) for 2013. DeKalb County Code Section 4-52 requires licensees to submit the renewal application and payment of the license fees by November 30<sup>th</sup> for the next year. Renewal applications and payment of the 2013 license fees must be received in our office before 4:00 p.m. local time, or postmarked by the Postal Service no later than November 30, 2012 to avoid assessment of a ten percent (10%) late payment penalty and interest charges of one percent.

No renewal of an alcoholic beverage license shall be accepted after December 31, 2012. Any previously licensed business that fails to renew by December 31<sup>st</sup> will be required to reapply as if no previous alcohol license had been issued. Selling of alcoholic beverages on an expired license or without a license subjects the licensee and business to denial of a new or renewal license.

The licensee on record with our office must sign and notarize the renewal application. Failure to fully complete the alcohol renewal application will delay processing of your renewal because incomplete applications will be mailed back to the business operator to be fully completed. In addition, all alcoholic beverage establishments must have a current 2012 occupational tax certificate prior to the completion of the 2013 Alcohol Renewal and the release of the alcoholic beverage license.

Alcoholic Beverage Licenses are not transferable and any change of ownership, not authorized by Code Section 4-53, automatically cancels the last alcohol license issued to your business. If changes in licensee, location, and/or ownership have occurred, please contact our office via the numbers referenced below.

If there were no ownership or licensee changes, please fully complete the renewal application to include requested corporate data as is current, and mail it back to us with a **cashier check or money order** for the exact amount due.

To receive a 2013 alcohol beverage license, two affidavits must be included with your 2013 alcohol beverage renewal. To obtain these documents please follow the steps below.

1. Access the internet using the address below (Uppercase letters are required, as shown)  
[http://www.co.dekalb.ga.us/finance/fin\\_BusinessAlcoholForms.html](http://www.co.dekalb.ga.us/finance/fin_BusinessAlcoholForms.html)
2. Go to the section 'Alcohol License Forms/Information' and retrieve, complete and return with your 2013 alcohol beverage renewal the following affidavits:
  - a. Affidavit for Private Employers (E-Verify)
  - b. Affidavit Verifying Status for County Public Benefit Application (S.A.V.E)

If you have any questions concerning alcohol license renewals or other enclosed document(s), please contact the business license office at (404) 371-2461 and (404) 371-2948 or send fax to (404) 371-2946.

Sincerely,

*Elijah Watkins*

Elijah Watkins,

**Business & Alcohol License Manager**